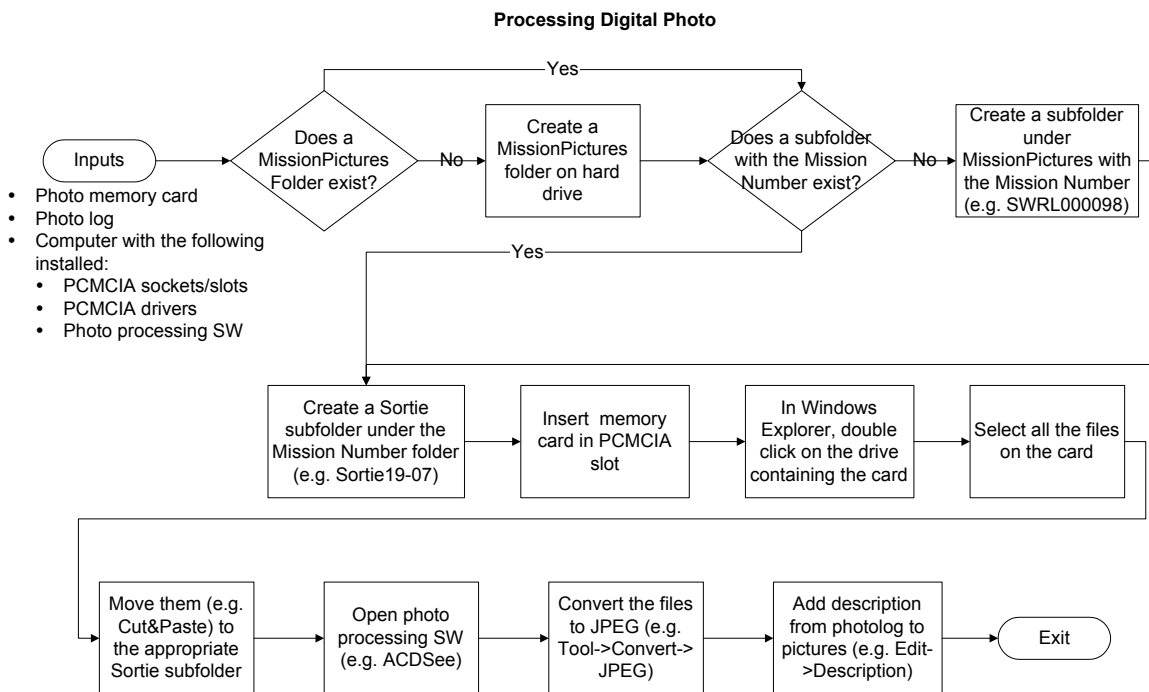


## OVERVIEW

This portion of the SAREX Work Instruction Manual (SWIM) provides procedures for debriefing crews that took photographs with a digital camera. In particular, crews using digital cameras that store the images on a Personal Computer Memory Card Interface Adapter (PCMCIA) memory card. A quick reference process map is provided in Figure 1 below and the details are presented in the following pages. Although several photo processing software are commercially available, this SWIM is tailored to ACDSee.

The following are needed to perform these procedures:

- Photo memory card and accompanying photo log
- Computer with the following installed:
  - PCMCIA socket/slot
  - PCMCIA drivers
  - Photo processing software



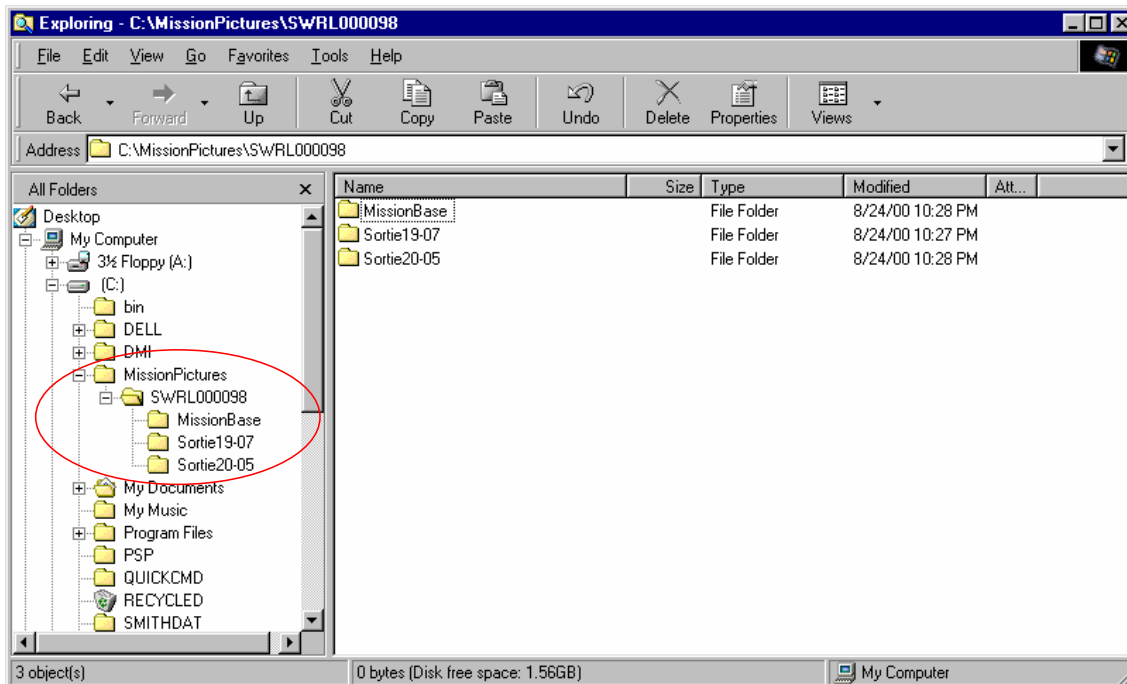
**Figure 1** Process Map

## CREATE DESTINATION FOLDER

The pictures will be placed in a subfolder following the naming convention illustrated in Figure 2 below<sup>1</sup>. If the required folders do not exist then create them and name them according to the convention.

To view the folders and files on the hard-drive, double-click on My Computer. Alternatively, click on the Windows Start button in the lower left corner (or press the Windows Key on the keyboard), select Programs, then Windows Explorer. Next, double click on [C:] to view the contents of the c-drive.

The c-drive should contain a MissionPictures folder<sup>2</sup>; double-click on this folder to open it. The MissionPictures folder should contain a folder with the mission number<sup>2</sup>; double-click on this folder to open it. Create a folder for the sortie<sup>2</sup> and open it.



**Figure 2** Folder Contents

### Notes:

1. The drive numbers, file names and dates may be different on the machine being used.
2. If the folder does not exist, one may be created using the following key combinations: Alt-F, Alt-N, Alt-F (File->New->Folder). Then, type the name and press return.

## INSERT MEMORY CARD INTO PCMCIA CARD SLOT

Remove the memory card from the camera by pressing the EJECT button. The memory card may be a compact flashcard and needs an adapter, see Figure 3. The typical memory card looks similar to the assembled compact flashcard in Figure 4. If the camera uses the compact card, then fully insert it in the adapter using the arrows as guides. Next, fully insert the assembly (or regular memory card) into the PCMCIA drive using the arrow as a guide. The location of the PCMCIA drive may vary among computers, see Figure 5 - Figure 8 for possible locations. If in doubt, consult the Incident Commander (IC) for the specific location on your computer.



**Figure 3** Compact flashcard and adapter



**Figure 6** External PCMCIA Drive



**Figure 4** Compact flashcard mounted in adapter



**Figure 7** Memory card fully inserted into slot



**Figure 5** Internal PCMCIA Drive on a laptop



**Figure 8** Internal PCMCIA Drive on a laptop

**Comment:** Page: 3

## LOCATE PICTURES ON MEMORY CARD

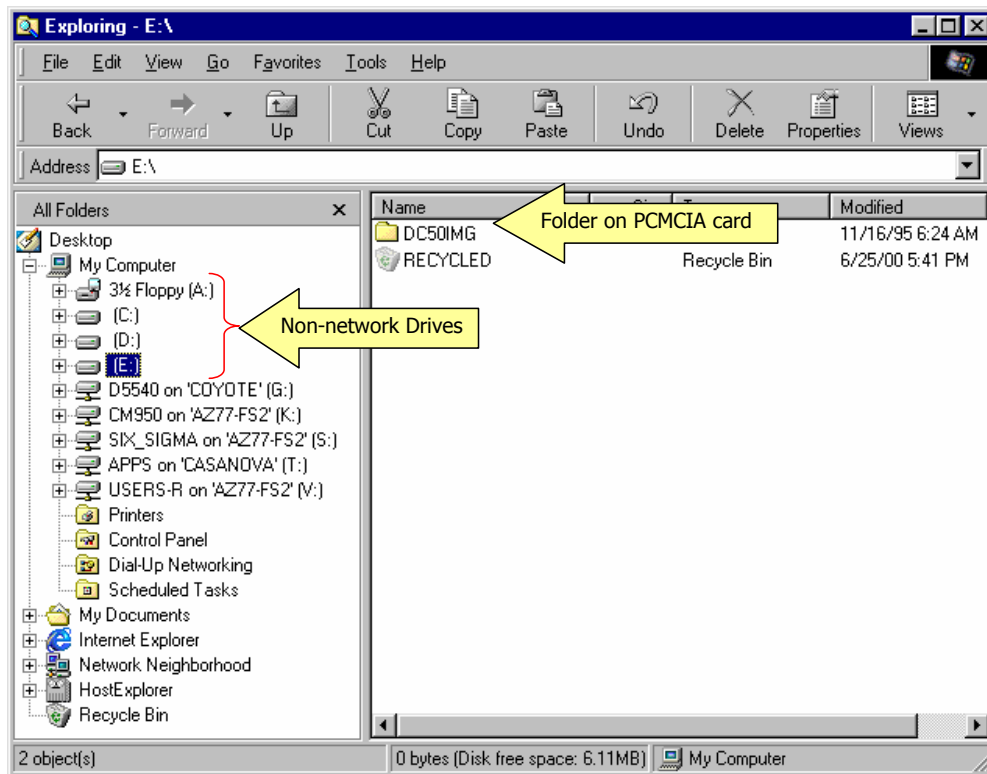
When the card is fully inserted, a PCMCIA icon should appear on the taskbar, see Figure 9. The pictures on the card will be in a folder on the last non-network drive in Windows Explorer. Non-network drives are identified by a plain drive icon with nothing attached to it, see Figure 10.



**Figure 9** Taskbar typically located at the bottom of the screen.

If the last non-network drive is not the PCMCIA card and the card is completely inserted, then refresh Windows Explorer. This may be done using the following key sequence in the Exploring window: Alt-V, Alt-R (View->Refresh).

Double-click on the PCMCIA drive and open the folder containing the pictures. The folder's title includes the model of the camera used, and the folder may contain a subfolder with the pictures in it.



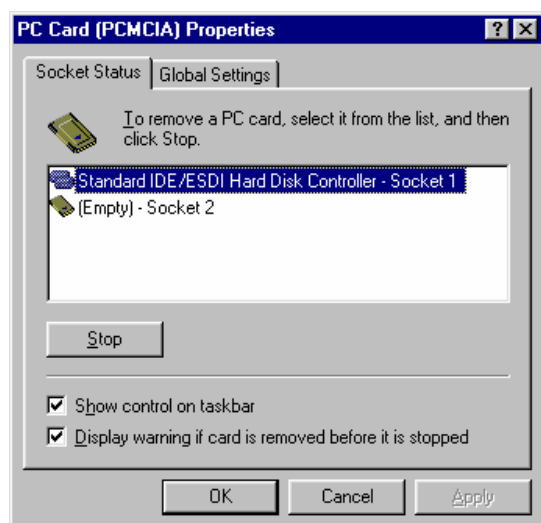
**Figure 10** PCMCIA Drive is the last non-network drive.

## MOVE PICTURES TO DESTINATION FOLDER

Select all the pictures in the folder. This may be done using Ctrl-A (Edit-> Select All). Next, cut them from the card and paste them in the destination folder. In other words, Ctrl-X (Edit->Cut) the selected files to cut them, double-click on the destination folder to open it, then Ctrl-V (Edit->Paste) to paste them.

After the pictures have been successfully cut and pasted into the appropriate destination folder, the memory card is ready for its next sortie and should be returned to the crew. To eject the card from the PCMCIA drive, click on the PCMCIA icon on the taskbar, see Figure 9. A button with the following message should appear: Stop Standard IDE/ESDI Hard Disk Controller. Click on the button and wait a few seconds. A message will let you know when it's OK to remove the card.

Alternatively, double-click on the PCMCIA icon on the taskbar and a properties window similar to Figure 11 will appear. Select the socket containing the memory card and press Stop. A message will let you know when it's OK to remove the card. Click OK on the message then the properties window and Windows Explorer will return to the top.



**Figure 11** PC Card Properties Window



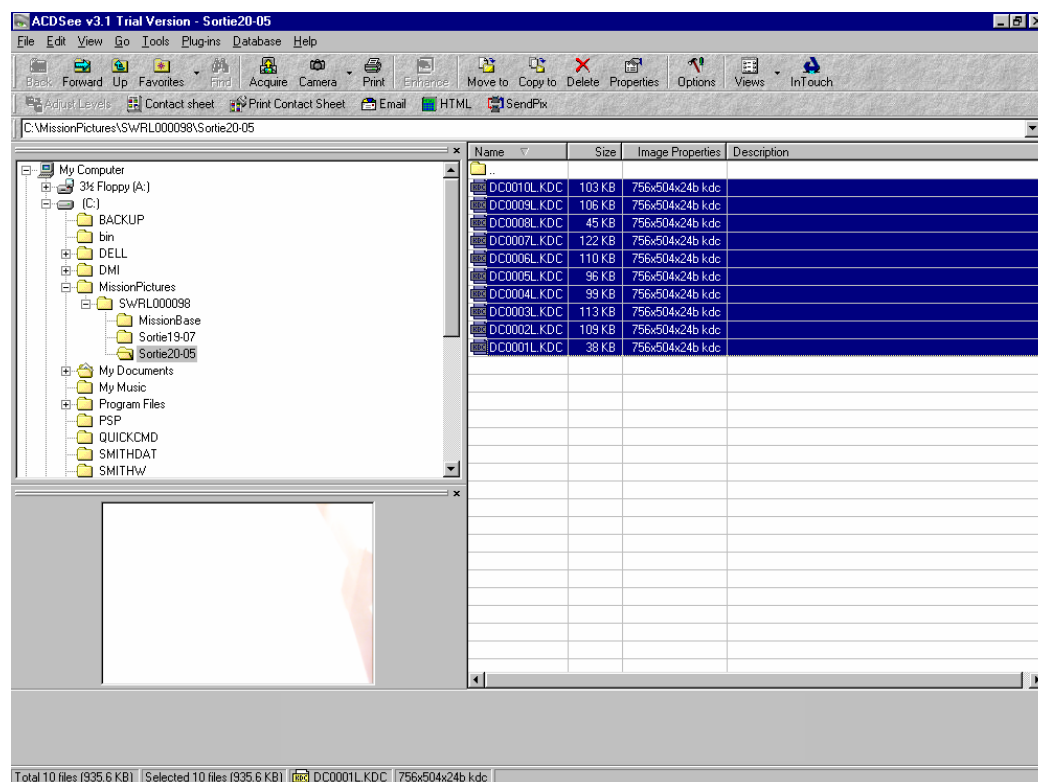
**Figure 12** Wait for this message before ejecting the card

## CONVERT THE FILES TO JPEG FORMAT

JPEG is a file interchange format that stores bitmaps (e.g. pictures) in a compressed format that requires less room on the disk. For this reason, the files will be converted to JPEG Format, and this will be done using the photo processing software. Again, although several photo processing software are commercially available, these procedures are tailored to ACDSee.

Open ACDSee by double-clicking on the shortcut on the desktop, or selecting it from the Windows Start button (Start->Programs->ACD Systems->ACD See). Open the destination folder and select all files: Ctrl-A (Edit->Select All Files). Convert the files to JPEG by doing the following:

- Ctrl-F (Tools->Convert),
- select the JPEG format,
- check the "Remove/replace original", then
- click OK.



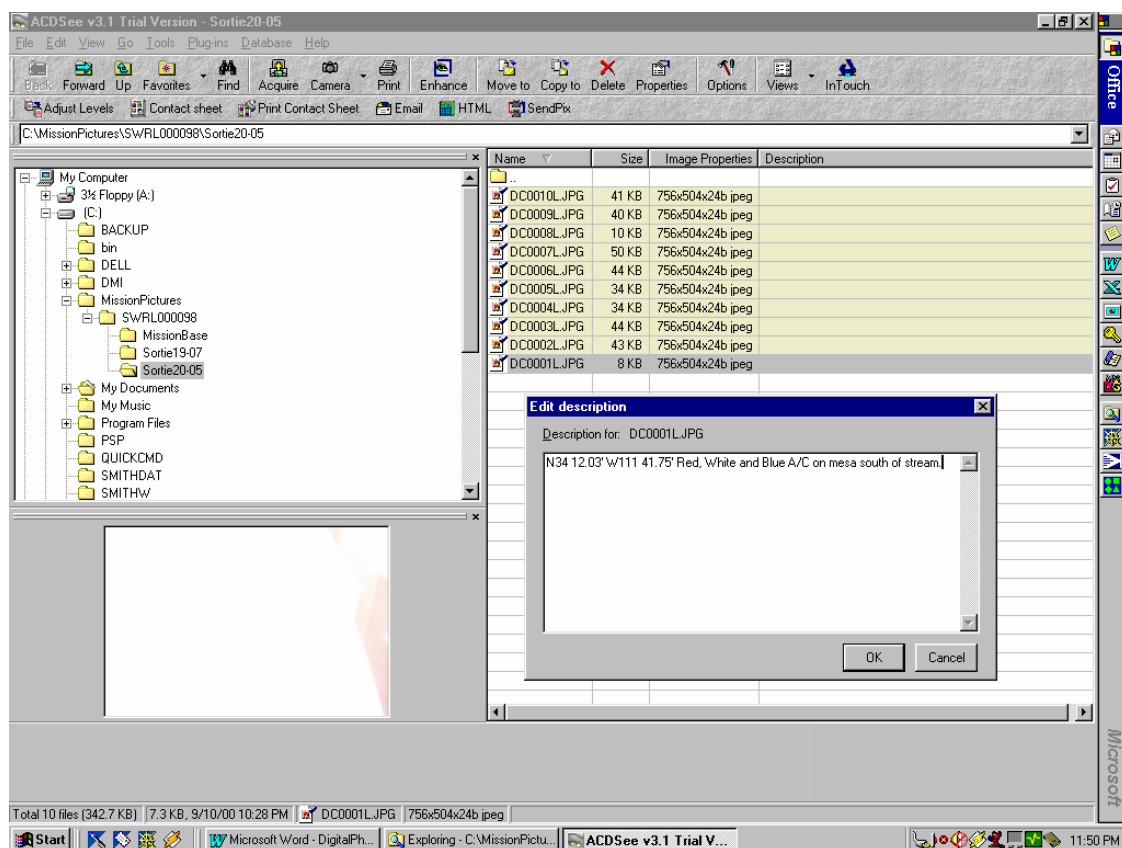
**Figure 13** Select all files and convert them to JPEG format

## ADD DESCRIPTION

The final step in photo debriefing is adding a brief description of the photo to each file. This description will serve as a quick reference and should contain pertinent information from the photo log.

To add a description:

- select the file (click on it)  
Notice that a preview of the picture appears in the lower left quadrant of the browser.
- open the Edit Description window: Ctrl-D (Edit->Describe)
- type the description then click OK



**Figure 14** Add description to files.